



Information Requested by: December 16, 2013



On February 21-22, 2014 the Louisiana Environmental Education Commission and the Louisiana Environmental Education Association will host the **17th Annual Louisiana Environmental Education Symposium** at Shreveport Convention Center, 400 Caddo St., Shreveport. Our target audience will include classroom teachers, pre-service teachers, business and industry representatives, non-profit organizations, state and local officials, and non-formal educators. The theme for this upcoming conference will be ***"Watersheds: From My Back Yard to the Ocean."***

Our exhibit area will feature environmental education resources for educators, such as curriculum guides, lesson plans, CD ROMs, videos, field trip information, and other opportunities that can enrich the classroom experience. If your organization offers these types of resources for educators, this symposium would provide an excellent opportunity to display and distribute these materials to the individuals who can best utilize them.

REGISTRATION: Exhibitor registration includes symposium registration for **one person**, Friday evening social mixer, Saturday continental breakfast, and Saturday lunch. Exhibit space will consist of **one 8 foot draped table**, two chairs, and Internet access. Additional booth space, tables, electricity, and registrations are available *at an extra charge*. Please see your registration form for pricing information. In order to insure a table and recognition in the program, the **postmark deadline for booth registration is December 16, 2013**. All exhibitor registration forms are to be sent to: **Venise Ortego, LA Department of Wildlife & Fisheries, 5652 HWY 182, Opelousas, LA 70570**

SET-UP: Exhibitor set-up will take place on Friday, February 21, 2014, between 3 p.m. and 5:30 p.m. There will be an informal social to showcase the exhibits on Friday evening from 6 p.m. until 8 p.m. The exhibits will be open during this reception and from 7:30 a.m. until 12:15 p.m. on Saturday, February 22, 2014. Exhibitors are asked not to dismantle booths before 12:15 p.m. on Saturday.

DOOR PRIZES/DONATIONS: If you would like to include a door prize to be given away during the Environmental Education Symposium, please check the appropriate box on your registration form. *Our participants enjoy the door prizes!* Your organization may instead want to make a donation to help defray the cost for attending educators. All donations of \$100.00 or more, received by November 30, 2013, will be noted in the symposium program.

MISCELLANEOUS: Non-profit organizations will be allowed to sell items such as T-shirts, posters, etc., but must clear such items with Angela Capello (acapello@wlf.la.gov) prior to the conference.

HOTEL: Hotel accommodations can be made with the **Hilton Shreveport Hotel** at **1800HILTONS** or www.shreveport.hilton.com. Use the group code "DWF" to receive the conference room rate of \$77 for a single or double room. *The conference rate deadline is February 7, 2014.*

SYMPOSIUM SCHEDULE:

Friday, February 21, 2014	3:00 p.m. – 5:30 p.m.	Exhibitor Set-up
	6:00p.m. – 8:00 p.m.	Exhibitor Showcase / Social Mixer
Saturday, February 22, 2014	7:00 a.m. – 8:00 a.m.	Registration / Continental Breakfast
	7:30 a.m. – 12:15 p.m.	EXHIBIT HALL OPEN
	8:00 a.m. – 9:55 a.m.	Concurrent Sessions
	9:55 a.m. – 10:20 a.m.	Exhibitor Showcase / Refreshments
	10:20 a.m. – 12:15 p.m.	Concurrent Sessions
	12:15 p.m.	Lunch / Keynote / Grand Door Prize

You, the exhibitors, are a valuable part of the Environmental Education Symposium and participants appreciate the information you provide. We look forward to your participation in this 2014 Louisiana Environmental Education Symposium! Please do not hesitate to contact us if you have any questions.

Sincerely,

Angela Capello

Angela Capello, Exhibit Chair
Louisiana Department of Wildlife & Fisheries
Office: (318) 748-6914
E-mail: acapello@wlf.la.gov

Venise Ortego

Venise Ortego, Coordinator
Louisiana Department of Wildlife & Fisheries
Office: (337) 948-0255
E-mail: vortego@wlf.la.gov